



United States Navy
Personnel Support Activity
Detachment, Okinawa, Japan

PSD OKINAWA TRANSFER BRIEF

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Permanent Change of Station (PCS)

REFERENCES

MILPERSMAN 1320-306/308

MILERSMAN 1300-300

BUPERSINST 1610.10

OPNAVINST 1300.14

Permanent Change of Station (PCS) Transfer Package

***Upon receipt of Transfer Orders,
PSD will:***

- Review orders
- Forward transfer package to PLR via email

Command/ PLR Responsibility

- *Verify TIS package for:*
 - ✓ *Order compliance*
 - ✓ *Screening completion*
 - ✓ *Obligated service Monitor TIS completion progress*
- *Suitability/ unsuitability message to NAVPERSCOM*
- *Forward completed TIS package to PSD within **30 days** of receipt*
- *Notify PSD of circumstances which will delay transfer*

Screenings

- *Overseas Suitability*
- *Operational Duty*
- *Instructor Duty*
- *Pre-commissioning*
- *Special Programs*

**** All screenings must be completed within 30 days***

Transfer Package Enclosures

- Transfer Information Sheet
- Passenger Reservation Request
- Transportation for Dependent Travel
- Pet Shipment Request
- PCS Medical (HIV/ pregnancy)
- Advanced Travel/ Dislocation Allowance (DLA) request
- Advance Pay Request
- Exam Transfer Request
- Sponsor Notification
- NAVPERS 7041/1 (Permanent Change of Station Travel)

Command Checkout Sheet

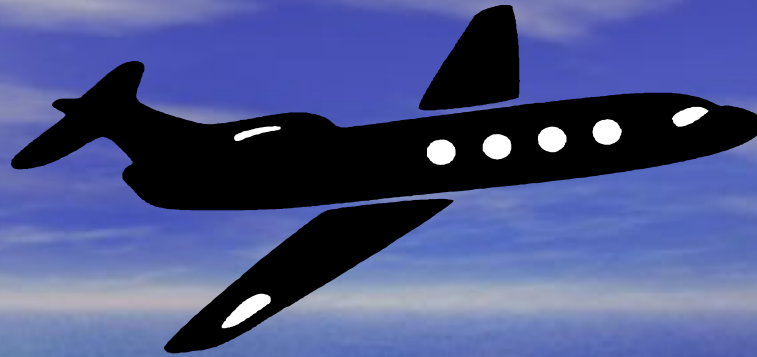
Member must check out with the following:

- ***AAFEES***
- ***Housing***
- ***Cable Company***
- ***Telephone Company***
- ***Internet Company***

Final Checkout Requirements

***Member must provide the following
prior to receipt of Service Record
and Tickets:***

- Transfer Evaluation
- Command checkout sheet
- Housing termination documents
- Temporary Lodging Allowance (TLA) documentation



TRANSPORTATION REFERENCES:

**Joint Federal Travel Regulations (JFTR)
U3120 and U5120
Passenger Transportation Manual (PTM)
CHAPTER 2**

Passenger Reservation

Request

PASSENGER RESERVATION

REQUEST(PRR) PCS TRAVEL PSAPAC FORM 4650/5

APPLICATION FOR TRANSPORTATION OF
DEPENDENTS

PSAPAC FORM 4650/9

PETS

- ONLY PASSENGERS IN PCS STATUS ARE AUTHORIZED TO SHIP PETS. ONLY 2 PETS(PER FAMILY) ARE AUTHORIZED PER PCS MOVE ON AMC FLIGHT.
- COST ASSOCIATED WITH PET SHIPMENTS ARE SOLE RESPONSIBILITY OF PASSENGERS. (FOR AMC FLT UP TO 70lbs: \$90.00, MORE THAN 70lbs: \$180.00.
- RABIES VACCINATION, HEALTH CERTIFICATE FROM MILITARY VETERINARIAN AND CUSTOMS DECLARATION (USFJ 380J) FORMS IN YOUR POSSESSION AT THE TIME OF DEPARTURE.
- PETS PLUS KENNEL/CAGE WEIGHING 150lbs OR MORE WILL NOT BE SHIPPED ON AMC. YOU MAY BE REQUIRED TO ACCEPT A COMMERCIAL FLIGHT.

ALTERNATE DESTINATION

- MEMBER REQUEST TRAVEL TO ALTERNATE DESTINATION AT NO ADDITIONAL COST TO THE GOVERNMENT AND NO LEAVE STOPS ARE PERFORMED ENROUTE OTHER THAN A STOP AT AN AUTHORIZED AIRLINES STOPOVER POINT:
- THE REQUEST MUST BE INCLUDED AND APPROVED IN THE TRANSFER INFORMATION SHEET.
- NAVPTO/CTO WILL PROVIDE TRANSPORTATION USING CITY PAIRS/CONTRACT FARES TO ALTERNATE DESTINATION OR DEBARKATION POINT.
- NAVPTO/CTO MUST ENDORSE PCS ORDERS AND ITINERARY AS FOLLOWS:
“ALTERNATE ROUTING PROVIDED FOR PERSONAL CONVENIENCE AT NO ADDITIONAL COST TO THE GOV'T; NO ADDITIONAL ENTITLEMENT TO MILEAGE, TRAVEL TIME AND PER DIEM.”

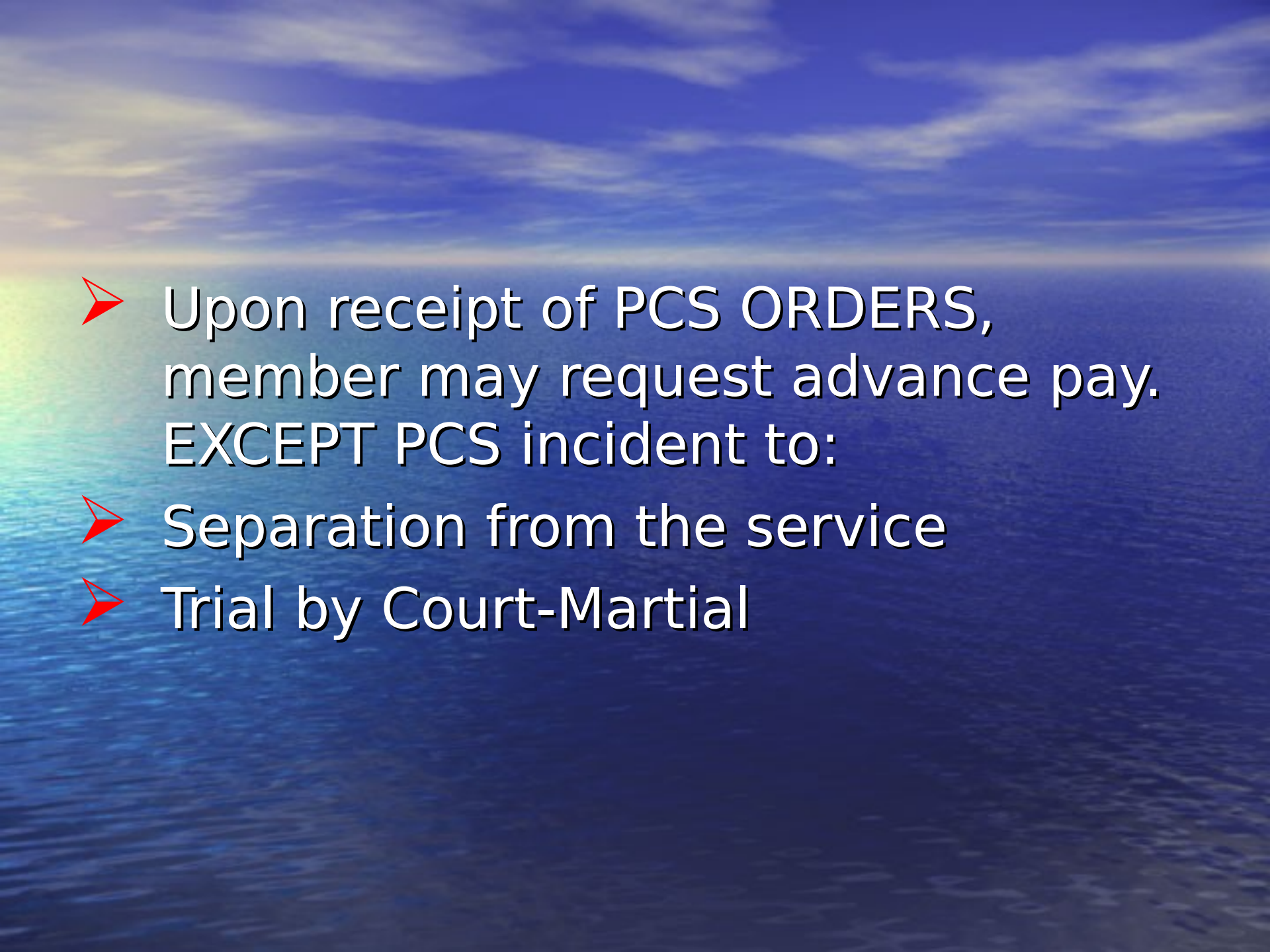
PAY/ENTITLEMENTS



- PCS ADVANCE PAY (DoDFMR Vol. 7A, Chapter 32)
- DISLOCATION ALLOWANCE (JFTR Volume ONE, U5300)
- TEMPORARY LODGING ALLOWANCE (JFTR Volume ONE, U9200)

- PCS advance pay is authorized with funds to meet the extraordinary expenses of a **government ordered relocation**.
- An advance of pay is not intended to provide funds for such items as investments, vacations, or the purchase of consumer goods that are not the result of direct expenses resulting from the service members PCS orders

- An advance of pay for PCS move in the same geographic area of a service member's prior duty station, homeport, or place from which ordered to active duty, is only authorized when the service member moves his/her household effects at government expense. **Proof of Household Good (HHG) shipment is required before advance pay for PCS moves in the same geographic area is paid**

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- Upon receipt of PCS ORDERS, member may request advance pay. EXCEPT PCS incident to:
 - Separation from the service
 - Trial by Court-Martial

Advance Pay Request Windows

➤ NORMAL:

When member request advance pay under circumstances that are normal, then submission of advance pay request is limited up to 30 days prior to scheduled date of departure and not to exceed 60 days after reporting to the new permanent duty station

➤ SPECIAL CIRCUMSTANCES:

Example: Severe hardship or having expenses, when clearly justified.

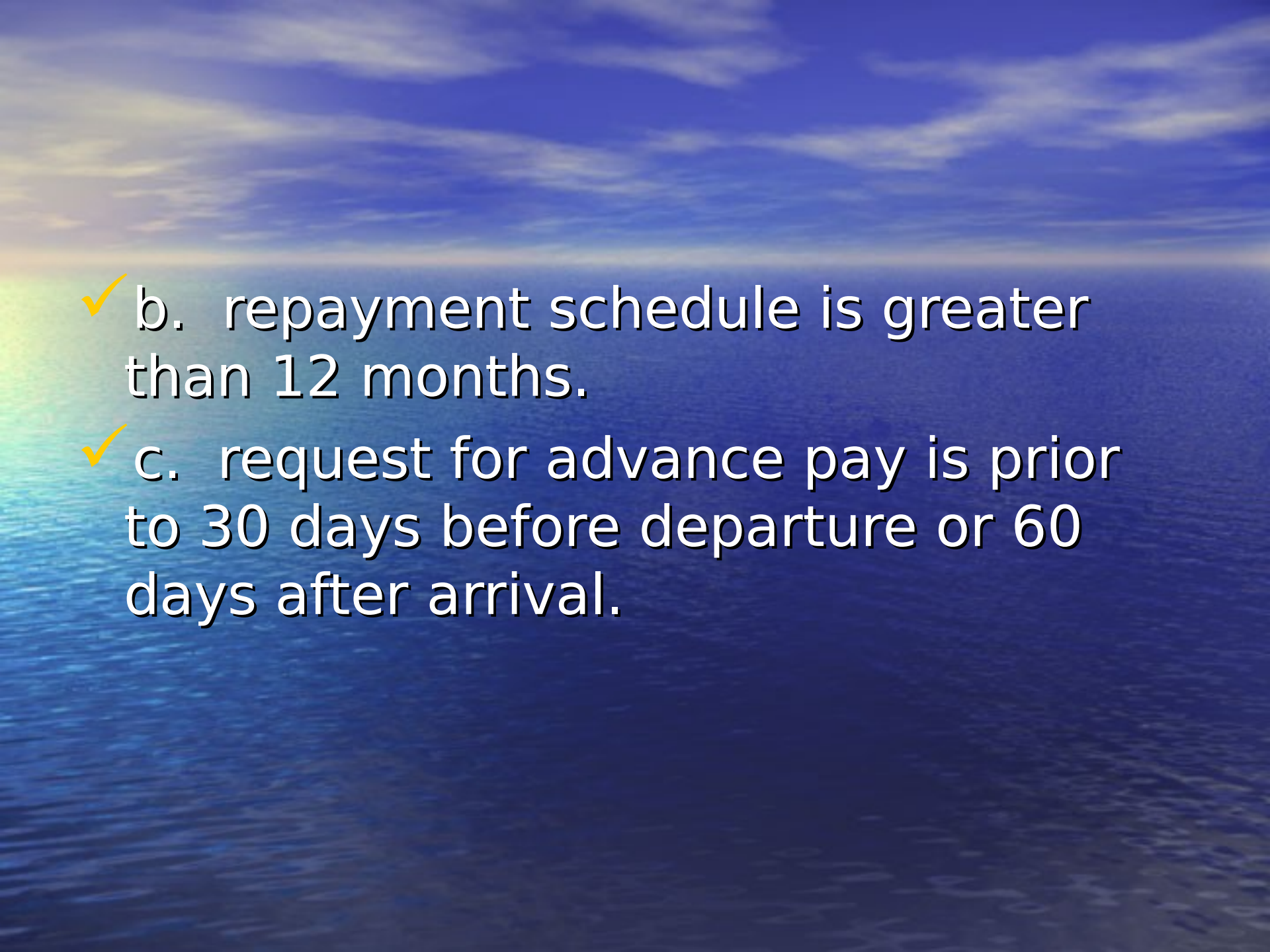
Then submission of advance pay request is limited up to 90 days prior to scheduled date of departure and not to exceed 180 days after reporting to the new permanent duty station

LIMITATIONS and REQUIREMENTS for REQUESTING PCS ADVANCE PAY

- ✓ a. Advance pay amount and liquidation period limits: the member may request advance pay up to 3 months and liquidation (repay) up to 24 months.
- ✓ b. Advance pay Certification/Authorization. All members requesting advance pay must sign an Advance Pay Certification/Authorization.

➤ CONDITIONS:

- ✓ Commanding Officer (or Designated Representative) written Approval and/or Member Justification:
- ✓ a. when member is pay grade E3 or below then Commanding officer or representative must provide written approval

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- ✓ b. repayment schedule is greater than 12 months.
 - ✓ c. request for advance pay is prior to 30 days before departure or 60 days after arrival.

PCS ADVANCE PAY REQUEST APPROVAL GUIDELINES

- Examples of expenses which may be considered in determining whether to authorize advance pay for more than one month:
- Cost of purchasing a new home (closing costs)
- Cost of purchasing a new car when old car was sold below the BLUE BOOK value because of POV restriction in Japan.

- Cost of supporting two households when unable to rent or sell the house at the old duty station
- Cost of moving HHG which exceed authorized weight allowance
- Cost of temporary lodging for family in excess of the ten (10) days authorized TLE (Temporary Lodging Expense)

The below listed items are those that are clearly not acceptable for justification of advance pay of more than one (1) month:

- ✓ Purchase of consumer goods, i.e. uniform, TV's, VCR's, furniture, cameras.
- ✓ Payment of credit cards
- ✓ Finance a vacation (i.e., transportation beyond government travel entitlements)
- ✓ Transportation for non-sponsored dependents or friends

- Any expense which is reimbursable or an advance allowance is payable.
Exp. Shipping of HHG within weight limits, transportation of dependents.
- Investments, Individual Retirement Account (IRA), and home improvements
- PCS move within the same geographic area without proof of government funded HHG shipment.

- NOTE: Financial Status Review: Prior to approval of a request for advance pay, Commanding Officers will make sure the financial status of the member is thoroughly reviewed to determine that the member has not shown a pattern of financial irresponsibility. Commanding Officers should use their discretion in limiting advances of pay in those case of demonstrated financial immaturity.

Dislocation Allowance

- A member without dependents is authorized DLA when:
- Relocated in connection with a PCS to a Permanent Duty Station (PDS) where Government quarters are not assigned
- Ordered to, and actually does, move in connection with the closure or realignment of a U. S. installation

- One DLA (at the rate payable to the senior member) is authorized to be paid to a member-married-to-member couple.
- No dependents
- Move to a new PDS.

➤ Only one payment per Fiscal Year of DLA. Determination of the Fiscal Year in which entitlement to a DLA occurs, the date of the member's departure (detached) from the old PDS in compliance with PCS orders will govern.

➤ How is it figured?

Pay Grade	Dislocation Allowance - Single	Dislocation Allowance - Married	Pay Grade	Dislocation Allowance - Single	Dislocation Allowance - Married
Officers			Warrant Officers		
O-10	2917.99	3592.02	W-5	2427.58	2652.61
O-9	2917.99	3592.02	W-4	2155.84	2431.83
O-8	2917.99	3592.02	W-3	1811.94	2228.02
O-7	2917.99	3592.02	W-2	1609.20	2049.71
O-6	2677.02	3234.29	W-1	1346.99	1772.67
O-5	2578.32	3117.54	Enlisted		
O-4	2389.37	2748.14	E-9	1770.55	2334.17
O-3	1625.11	2151.61	E-8	1625.11	2151.61
O-2	1518.96	1941.42	E-7	1159.13	1660.13
O-1	1279.07	1735.51	E-6	1256.76	1845.90
O-3E	2067.74	2443.50	E-5	1159.13	1660.13
O-2E	1757.80	2204.68	E-4	1008.39	1660.13
O-1E	1511.53	2036.95	E-3	989.28	1660.13
			E-2	803.53	1660.13
			E-1	716.51	1660.13

- ✓ Special note:
- ✓ The DLA is not available under four conditions:
- ✓ Your first duty station
- ✓ When assigned to government quarters, single member, at new duty station
- ✓ When transferred to a nearby duty station, unless a local move of HHG has been authorized.
- ✓ When separating or retiring from the military.
- ✓ When member did not relocate household and family members.

Departure Temporary Lodging Allowance (TLA)

- Departure TLA may be made to a member upon termination of assignment of government quarters or vacating private rental housing, when HHG have been surrendered for shipment to the new destination and transportation arrangement have been made for departure from OKINAWA.
- It is member responsibility to ensure HHG shipment schedule are arranged to meet this requirement.

TLA

- For married members residing on base, departure TLA is limited to 6 (SIX) days.
- Members with family members (residing off base), departure TLA is 10 (TEN) days.
- Members without command sponsored family members. There is no entitlement to TLA.

TLA

- Single member residing off-base should arrange for berthing at the BEQ/BOQ. TLA may be paid if a non-availability endorsement is provided. (BILLETING MANAGER)
- Flight changes for official reasons (command requirements, emergency medical treatment) must be substantiated to PERSUPPDET OKINAWA prior to any payment

- ✓ NO schedule dates available within the 6 days window. To receive departure TLA in this circumstance, a memorandum from the OIC/NCOIC of the Transportation Management Office (TMO) unit must accompany the member's request.
- ✓ If the period does not exceed 10 days, it will be locally approved by MCPOIC, PSD OKINAWA.
- ✓ Request for departure TLA beyond the 10 days period will be forwarded to COMNAVFORJAPAN (NO1/PERS) for approval.

✓ **Available:**

TLA is available OCONUS only.

✓ How is it figured?

✓ Number of Person

Percentage

✓ Member or ONE dependent - 65%

✓ Member and One dependent or 2 dependent only - 100%

✓ For each additional dependent under 12 years old, add - 25%

✓ For each additional dependent 12 years old and over, add - 35%

➤ Example of Computations:

- Member and Spouse - 100%
- Son under 12 years old - 25%
- Daughter over 12 years old - 35%
- Total percentage - 160%
- As of December 2004 Okinawa per diem rate is \$95.00 per day.
- First day of Temporary lodging occupancy kitchen is not available.
- (Total percentage) 160% multiply by \$95.00 = \$152.00

- (Total percentage) 150% multiply by \$95.00 = \$152.00 divide by 2 (kitchen available/WEST PACIFIC LODGE) = \$76.00 per day X 5 days = \$380.00
- (First day) \$152.00 + 380.00 (5 days) = 6 days (total meals for entire family including member) + 6 days of lodging.